

**MINUTES OF THE MEETING OF THE SCHOOL BOARD OF  
MISSION HEIGHTS JUNIOR COLLEGE HELD in Meeting Place  
Thursday 17 February, 2022 @ 5.15 pm**

**Present:** Ian Morrison, Sian Grant, Jenny Wang, John Bassano, Indujeet Bajwa, Douglas Choong

**Apologies:** nil

**In Attendance:** Alanna Young (Board Secretary), Naddy Naidoo (Associate Principal)

**Karakia and welcome**

<p><b>Administration Matters</b> Election of Office bearers 2022 and Finance &amp; Property/Health and Safety sub-committees, until Triennial Board Election, September, 2022. <b>Board Chair/Presiding Member</b> - Sian Grant <b>Moved:</b> J Wang    <b>/Seconded:</b> D Choong <b>Deputy Presiding Member</b> - John Bassano <b>Moved:</b> S Grant    <b>/Seconded:</b> J Wang <b>Finance subcommittee</b> - Jenny Wang, Douglas Choong, Sian Grant <b>Property/Health &amp; Safety subcommittee</b> - John Bassano, Sian Grant carried</p>	
<p><b>MINUTES OF THE LAST MEETING:</b> <b>Motion:</b> “That the minutes of the meeting held on 27 January, 2022, be taken as read and confirmed.” <b>Moved:</b> J Bassano    <b>/Seconded:</b> J Wang carried</p>	
<p><b>CORRESPONDENCE:</b> <b>Motion:</b> “The Board approves the inwards and outwards correspondence” . <b>Moved:</b> J Wang    <b>/Seconded:</b> J Bassano carried</p>	
<p><b>Declaration of Interests:</b> J Bassano - Board member of Ormiston Senior College Sian Grant and Jenny Wang - Board members of Mission Heights Primary School</p>	

<p><b>FINANCE REPORT:</b>  Income received from parents on Admin Day was lower than normal owing to changes caused by COVID restrictions. However the new online portal is being accessed by parents and payments are being made through the portal.  School roll is still increasing, although at present it is lower than anticipated so income and MoE funded staffing will be less than expected.  <b>Motion:</b> “The Board approves the January governance report, payments and investment schedules.”  <b>Moved:</b> D Choong   <b>/Seconded:</b> J Wang  carried</p>	<p>IT/finance department to check functionality of new parent portal, to ensure parents are always able to access.</p>
<p><b>PROPERTY REPORT:</b>  <b>Motion:</b> “That the Property Report is accepted”.  That the Property Plan Progress be accepted and appreciation shown to the team who have led and driven so many important projects (within budget).  <b>Moved:</b> J Bassano   <b>/Seconded:</b> J Wang  carried</p>	
<p><b>HEALTH &amp; SAFETY REPORT:</b>  <b>Motion:</b> “That the Health &amp; Safety Report be accepted.”  <b>Moved:</b> J Bassano   <b>/Seconded:</b> J Wang  carried</p>	
<p><b>PRINCIPAL’S REPORT:</b> including Annual report to Board on student achievement &amp; achievement targets.  <b>Motion:</b> “That the Principal’s Report be accepted.”  <b>Moved:</b> D Choong   <b>/Seconded:</b> J Wang  carried</p>	
<p><b>Policy/Procedure Review:</b>  Health &amp; Safety Management - Safety management system, risk management (also Hazard Register &amp; audit), health &amp; safety induction, visitors  <b>Motion:</b> “The Board approves the Policy reviews without any significant changes and is assured that the relevant policies/procedures are being followed and implemented as written.”  <b>Moved by Presiding Member:</b> S Grant  carried</p>	

<b>General Business</b>	
1. Board elections for Student representative 2022. Call for nominations by Friday 18 February, Election Day Wednesday 13 April, 2022.	Election in progress - AYO
2. Charter approval, Annual Plan 2022, to be sent to MoE by 1 March, 2022.	
3. Tabled Schedule of Delegations - found in School Docs	
4. Table Analysis of Variance (not required)	
5. Code of Conduct - (to be signed by the Board each year). Board members signed the document.	
6. Paid Union meeting, Friday 25 February, 1 - 3 pm	
KARAKIA/MEETING CLOSED	
<p>There being no further business the meeting was declared closed @ 6 PM</p> <p>Signed:</p> <p>_____</p> <p>Sian Grant, Presiding Member</p> <p>Date: _____</p>	<p>Next Meeting: Thursday 17 March 2022</p>